

COST SAVINGS AND EFFICIENCY WORK GROUP

WORKSHOP APPROACH DISCUSSION OUTLINE

1. *WORKSHOP CONCEPT*
2. *OVERALL WORKSHOP APPROACH*
 - *SINGLE DAY WORKSHOP*
 - *TWO HALF DAY WORKSHOPS*
 - *SINGLE DAY WORKSHOP WITH A HALF DAY FOLLOW UP SESSION*
 - *THREE 2-HOUR SESSIONS*
3. *WORKSHOP FORMAT*
 - *A SINGLE LARGE GROUP*
 - *MULTIPLE SMALLER WORKING GROUPS*
 - *COMBINATION OF LARGE AND SMALL GROUPS*
4. *WORKSHOP CONTENT APPROACH*
 - *INFRASTRUCTURE ELEMENTS* (ROAD, WATER, SEWER, STORMWATER, & PARKS)
 - *DEVELOPMENT PROCESS* (LONG RANGE PLANNING, CIP, PROJECT DEV., CONSTRUCTION)
 - *ISSUE DRIVEN* (SOFT COSTS, ORDINANCES, EASEMENT ACQUISITION, DESIGN, FUNDING)
5. *WORKSHOP PARTICIPANTS*
 - *SELECT OR OPEN PARTICIPATION*
 - *WHO SHOULD BE SENT WORKSHOP NOTICES?*
6. *STAFFING*
 - *SESSION FACILITATOR(S)*
 - *TECHNICAL EXPERTISE*
 - *GRAPHICS AND RECORDERS*
 - *GENERAL STAFFING NEEDS*
7. *SCHEDULING*
 - *BEFORE END OF YEAR*
 - *EARLY NEXT YEAR*
8. *DAY OF WEEK AND TIME OF DAY*
 - *DAY OF WEEK PREFERENCE*
 - *TIME OF DAY (START AND END TIMES)*
9. *LOCATION*
 - *POTENTIAL LOCATIONS*
 - *SIZE AND MEETING AREA NEEDS*
 - *SUPPORT SERVICE REQUIREMENTS*